



## ★INDIVIDUAL MOBILIZATION AUGMENTEE MANAGEMENT

### COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction delineates responsibilities for the management of Individual Mobilization Augmentees (IMAs). This instruction does not apply to the Air National Guard, Reinforcement Designees, or other Individual Ready Reservists (except paragraph 1.17, which applies to all Individual Reserve programs). This instruction covers IMA management, funding, and manpower issues. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to ARPC/XP, 6760 East Irvington Place #7500, Denver, CO 80280-7500

### SUMMARY OF REVISIONS

This publication has been revised throughout.

#### 1. Functional Area of Responsibilities:

1.1. Office of the Secretary of the Air Force (SAF):

1.1.1. SAF/MIR. The Deputy Assistant Secretary of the Air Force (Reserve Affairs) is responsible for the policy oversight and approval of applicable regulations that administer the IMA program.

1.2. HQ United States Air Force (USAF):

1.2.1. HQ USAF/RE is responsible for overall management policy and programming the budget for the Reserve resource.

1.2.2. The Directorate of Personnel (HQ USAF/REP):

1.2.2.1. Determines reserve personnel policy, and sets overall IMA policy and responsibilities.

1.2.2.1.1. Reviews and approves or disapproves exceptions to policy.

1.2.2.2. Provides Air Force policy to the Headquarters Air Reserve Personnel Center (ARPC) on the IMA program for execution.

1.2.2.3. Ensures that Air Force job proficiency standards and upgrade training, retraining and ancillary training policies are applied to IMAs.

1.2.2.4. Nominates members for assignment to general officer positions according to AFI 36-2115, Assignments Within the Reserve Components.

1.2.2.5. Approves assignments of line reservists to colonel positions.

1.2.2.6. Through HQ USAF/REPS, validates and tracks IMA general officer requirements, i.e., mobilization assistants (MA).

1.2.3. HQ USAF/DP :

1.2.3.1. HQ USAF/DPX:

1.2.3.1.1. Oversees total force accessions, promotions, and separation policies.

1.2.3.1.2. Coordinates (through the Personnel Readiness division (HQ USAF/DPXC)) on Air Force plans for call-up or mobilization of IMAs with HQ USAF/DPP, HQ USAF/XOX, and HQ USAF/RE.

1.2.3.1.3. Sets Air Force personnel policy for volunteerism, Presidential call-up, mobilization, deployment and sustainment actions in support of combat or contingency operations.

1.2.3.2. HQ USAF/DPP:

1.2.3.2.1. Sets military personnel appropriation (MPA) manday policy.

1.2.3.2.2. Prepares MPA budget submission.

1.2.3.2.3. Allocates MPA mandays to users.

Supersedes: AFI 36-2629, 17 May 1995.  
OPR: HQ ARPC/XP (Mr Riegel)

Certified by: HQ USAF/RE (Brig Gen J. A. Bradley)  
Pages: 9/Distribution: F

- 1.2.3.2.4. Final authorization for allocation to the major air commands (MAJCOMs) and management of temporary tours of active duty to meet short term needs of the Air Force, including contingencies, supported by MPA mandays.
- 1.2.3.3. AFGOMO (formerly HQ USAF/DPG):
  - 1.2.3.3.1. Manages total force General Officer actions.
  - 1.2.3.3.2. Coordinates Air Force Reserve general officer assignment actions and obtains HQ USAF/DP approval.
  - 1.2.3.3.3. Approves call-up or mobilization of Air Force Reserve general officers.
- 1.2.4. HQ USAF/DPX, through the Contingency & Joint Matters Division (DPXC), in coordination with HQ USAF/DPP, HQ USAF/XOX and HQ USAF/RE, sets policy for: Air Force personnel volunteerism, Presidential call-up, mobilization, deployment, and sustainment.
- 1.2.5. HQ USAF/PE sets the overall policy for the justification, validation, and approval of IMA manpower requirements through AFI 38-204, Programming USAF Manpower.
  - 1.2.5.1. Validates requests for new requirements (except for general officer requirements).
  - 1.2.5.2. Monitors authorizations based on individual reserve augmentation needs and the continuing need to support total force wartime requirements.
- 1.2.6. HQ USAF/XOX determines overall planning and mobilization policy.
- 1.2.7. HQ USAF Functional Managers:
  - 1.2.7.1. Provide guidance to MAJCOMs, field operating agencies (FOA) and direct reporting units (DRU) regarding the IMA authorization and funding review processes.
    - 1.2.7.1.1. Assist in developing the using agency's funding initiatives during the programming process.
  - 1.2.7.2. Assist MAJCOMs, FOAs and DRUs in developing utilization and training standards for IMAs in their functional areas.
- 1.3. HQ Air Force Personnel Center (AFPC):
  - 1.3.1. Provides personnel data systems support for the IMA program.
  - 1.3.2. Establishes administrative procedures for active duty Military Personnel Flight (MPF) support of assigned and attached IMAs.
- 1.4. MAJCOMs, FOAs, DRUs, External and Joint Agencies: Ensure the command or agency IMA program managers are appropriately supported in accomplishing their assigned duties and are active participants in end strength and funding processes.
- 1.5. HQ ARPC:
  - 1.5.1. Implements Air Staff policy and proposes changes as needed. Reviews, assesses and ensures program compliance through coordination with customers (using commands, organizations, and agencies outside the Air Force).
    - 1.5.1.1. Provides IMA policy interpretation, procedural, and administrative guidance to customers.
    - 1.5.1.2. Ensures compliance with established policies and procedures.
      - 1.5.1.2.1. Identifies discrepancies to specific customers for resolution.
    - 1.5.1.3. Assists in the development of and monitors compliance with policies and procedures for the IMA program.
    - 1.5.1.4. Distributes statistics and reports to MAJCOM and agency IMA Program Managers concerning levels of program compliance.
    - 1.5.1.5. Reviews customer-produced Reserve supplements for compliance with approved policies and procedures.
  - 1.5.2. Assignments.
    - 1.5.2.1. In conjunction with HQ Air Force Reserve (AFRES)/RS, determines annual IMA recruiting goal.
    - 1.5.2.2. Ensures vacancies are widely publicized in every available media.
    - 1.5.2.3. Reviews overages and shortages to ensure proper Air Force Specialty Code (AFSC), skill level, and grade requirements are balanced between MAJCOMs and unit programs, where possible.
  - 1.5.3. End strength management.
    - 1.5.3.1. Monitors customer manning levels and directs corrective actions as needed to attain end strength.
  - 1.5.4. Provides basic guidance on approved manpower validation policy, refers customers to their servicing manpower office to process requests for new authorizations.
    - 1.5.4.1. Monitors customer manpower documents to ensure compliance with funding level. Directs that corrective action be taken, if needed.
  - 1.5.5. IMA Allocation Team (IMAAT) support responsibilities.
    - 1.5.5.1. Prepares HQ USAF/RE notification letter to customers.
    - 1.5.5.2. Provides commands: Program Objective Memorandum (POM) guidance, policy, board procedures, dates, input requirements, etc..
    - 1.5.5.3. Assists customers in answering questions to prepare requests for funding and on the overall funding process.
    - 1.5.5.4. Assists with scoring methodology and scoring sheets if required.
    - 1.5.5.5. Performs quality control for offsets and new initiatives.
    - 1.5.5.6. Provide administrative and protocol support for IMAAT, e.g. billeting, vehicles, parking, badges, orders, etc.

- 1.5.5.7. Creates and distributes IMAAT book of command offsets, initiatives, and supporting materials (to include five years of program execution (funded vs. assigned) and current year summaries (by training and retirement category, grade, AFSC, etc.)) to team members.
- 1.5.5.8. Presents additional briefings as required.
- 1.5.5.9. Assists in compiling and analyzing results.
- 1.5.5.10. Handles administrative post-board duties.
- 1.5.6. Education and training.
  - 1.5.6.1. Provides administrative guidance to customers for personnel and training issues.
  - 1.5.6.2. Conducts selection boards for in-residence Professional Military Education (PME) and Reserve short courses.
  - 1.5.6.3. Obtains quotas and processes applications for in-residence technical training.
  - 1.5.6.4. Conducts selection boards for Reserve Officer Association (ROA) officer of the year and junior officer of the year, various enlisted personnel awards, and others as required.
- 1.5.7. Publishes periodic information for customers and reservists to keep both abreast of such issues as: general military requirements, promotion and school board dates, training requirements, school application procedures, career management advice and others as deemed appropriate.
- 1.5.8. Provides centralized personnel support.
  - 1.5.8.1. Provides base level support through the MPF (HQ ARPC/DPM).
  - 1.5.8.2. Responsible for medical and dental records and physical standards requirements (HQ ARPC/SG).
  - 1.5.8.3. Responsible for flight management support for rated members (HQ ARPC/DP).
- 1.5.9. Provides MAJCOM level support for those assigned to non-Air Force organizations, in line with approved Memorandums Of Agreement (MOA) or Memorandums Of Understanding (MOU).
- 1.5.10. Oversees publishing and distributing voluntary mobilization tour orders for selected customers: ARPC centrally managed IMAs, Selective Service System (SSS) IMAs, Air Staff IMAs, and selected Air Force Element (AFELM) members. Additionally, oversees publishing and distributing call-up and mobilization orders, and transfers records as outlined in AFI 10-402, USAF Mobilization Planning.
- 1.5.11. Participates in the Air Force Reserve Corporate Planning process, i.e. Strategic Plan, Long Range Plan, and ARPC Business Plan.
- 1.5.12. Plans for and implements program enhancements.
- 1.5.13. Conducts problem solving forums concerning IMA management.
- 1.5.14. Responsible for Reserve Personnel Appropriation (RPA) dollar budget, including the special tour dollar allocation, and monitors usage.
  - 1.5.14.1. Reallocates funds and requests supplemental requirements or identifies surpluses.
- 1.5.15. Publishes annual tour and RPA special tour orders for all IMAs and publishes MPA orders for the ARPC centrally managed programs.
- 1.5.16. ARPC/DRG provides oversight and assistance for the Base Individual Mobilization Augmentee Administrator (BIMAA) program.
- 1.6. ARPC Central Managers:
  - 1.6.1. ARPC/HC, JA, SG provide centralized professional management for chaplain, legal, and health professionals following HQ USAF/HC, JA, SG and HQ USAF/RE guidance.
  - 1.6.2. May recommend nominations to HQ USAF/HC, JA, SG, regarding general officer positions.
  - 1.6.3. Per HQ USAF/HC, JA, SG guidance, HQ ARPC/HC, JA, SG, coordinate and approve all requests for unit of attachment for training.
  - 1.6.4. Implement professional policy as prescribed by HQ USAF/HC, JA, SG.
  - 1.6.5. Approves annual training for reservists to ensure valid training opportunities and active force support.
  - 1.6.6. Allocate resources to meet Air Force mobilization needs.
    - 1.6.6.1. Ensure managed IMAs receive proper training and education, and are mobilization ready.
    - 1.6.6.2. Establish procedures to provide for the selective or total call-up or mobilization for their serviced populations. Ensure authorized or directed call up or mobilization procedures are carried out as prescribed in AFI 10-402.
  - 1.6.7. Centrally manage MPA manday allocation for active duty support. Develop requirements, and respond to requests for critical manning assistance, and monitor such manning usage.
  - 1.6.8. RPA special tours (dollar allocation).
    - 1.6.8.1. Develop requirements and monitor usage.
  - 1.6.9. Ensure funded positions are filled by the end of each fiscal year (FY). Monitor manning levels during the year.
  - 1.6.10. Oversee and counsel concerning Inactive Duty Training (IDT) and Annual Tour (AT) participation.
  - 1.6.11. Approve enlisted promotions.
  - 1.6.12. Provide reports as requested.
  - 1.6.13. Monitor special awards and decorations that are unique to Air Force Reserve personnel, e.g., IMA of the year for Officers, Junior Officer, and Enlisted personnel, and ROA awards.

- 1.6.13.1. Manage other unique, special awards and badges.
- 1.6.14. Encourage participation in PME and other formal training programs.
- 1.6.15. Provide information as needed regarding centrally managed IMA matters to bases, BIMAAs, reservists, IMA program managers, and other Reserve liaison functions.
- 1.6.16. Work with ARPC manpower office to manage the manpower document. Identify positions to be funded or unfunded.
- 1.6.17. Recommends funding priorities within approved funded and unfunded levels to HQ USAF/HC, JA, SG.
- 1.6.17.1. Provide assistance to HQ USAF/HC, JA, SG, in developing IMA funding initiatives based on newly identified needs and existing requirements.
- 1.7. ARPC/DRM (Individual Programs Manager):
  - 1.7.1. Provides centralized administrative management for IMAs assigned to Air Force Elements.
  - 1.7.2. Ensures members receive proper guidance and are mobilization ready.
  - 1.7.3. Ensures authorized or directed call-up mobilization procedures are carried out.
  - 1.7.4. Provides administrative support for IMAs assigned to HQ Air Force (HAF).
  - 1.7.5. Ensures members meet criteria for RPA training dollar usage.
    - 1.7.5.1. Develops requirements and monitors usage.
  - 1.7.6. Processes requests for Annual Tours (AT) and RPA special tours.
  - 1.7.7. Notifies IMAs (except HAF) of participation requirements.
  - 1.7.8. Notifies IMAs (except HAF) of training requirements. Monitors participation to ensure members participate satisfactorily.
  - 1.7.9. Initiates action to reassign IMAs (except HAF) for participation failure and for various other involuntary reassignment reasons.
- 1.8. MAJCOM Central Managers (HQ Air Intelligence Agency (AIA)/RE and HQ Air Force Office of Special Investigation (AFOSI)/RE):
  - 1.8.1. Recommend funding priorities within authorized levels for their command.
    - 1.8.1.1. Provide assistance for their command in developing IMA funding initiatives based on newly identified needs and existing unfunded requirements.
  - 1.8.2. Centrally manage MPA manday allocation for active duty support. Develops requirements, responds to requests for critical manning assistance from respective users, and monitors usage.
  - 1.8.3. Approve annual, school, and special tours for reservists to ensure valid training opportunities and active duty support.
    - 1.8.3.1. Process requests for AT and RPA tours.
  - 1.8.4. Initiate assignment and reassignment actions.
  - 1.8.5. HQ AIA/RE provides central management and approves assignments for most of the Air Force Reserve intelligence IMA resources, and is their IMA program manager.
  - 1.8.6. HQ AFOSI/RE provides central management and is the IMA program manager for the Reserve special investigations resources.
    - 1.8.6.1. Serves as the focal point for AFOSI IMA officer and enlisted promotions and assists in procuring delinquent reports and documents, as needed. Prepares for and conducts the AFOSI Reassignment Board. Provides guidance to the field on reserve promotion issues and notifies members of eligibility/ineligibility criteria and requirements. Oversees Unit Vacancy promotion programs. Advises AFOSI/CC on promotion matters and statistics.
- 1.9. HQ AFRES:
  - 1.9.1. AFRES/RS ensures IMA recruiting goal is attained. Emphasize the need for goal attainment to unit commanders.
  - 1.9.2. Responsible for IMA pay and lodging reimbursement.
    - 1.9.2.1. IMAs will be paid by the Reserve Pay Office (RPO) that is either closest to their domicile or closest to the location where the majority of their duty is performed.
    - 1.9.2.2. A Denver RPO, under the direct supervision of HQ AFRES, is collocated within ARPC. This Denver RPO will service IMAs whose home or Reserve duties are closest to it, reservists serving duty in overseas locations, and those in a SSS assignment. The Denver RPO will provide all normal pay services for its customers (e.g., inactive and active duty pay, duplicate W-2s, employment verification, administrative changes to the pay record, etc.). In addition, general officer pay, reenlistment bonuses, foreign language proficiency pay, line of duty continuation pay, and clothing issue and replacements will be handled only by the Denver RPO. This office will also act as a liaison between HQ AFRES, other RPOs, and ARPC.
- 1.10. Active Duty MPF:
  - 1.10.1. Provides base level, personnel administrative support to unit commanders, supervisors, and IMAs.
  - 1.10.2. Processes called-up or mobilized IMAs to and from active duty as outlined in AFI 10-402 and other appropriate directives and instructions.
- 1.11. The MA to HQ USAF/RE:
  - 1.11.1. Serves as IMA program advocate on the Air Staff.
  - 1.11.2. Articulates vision and long range plans for IMA usage in appropriate forums.
  - 1.11.3. Suggests program-wide changes as needed.

- 1.11.4. Chairs the IMAAT.
- 1.12. The Senior MAJCOM/FOA/Element MA:
  - 1.12.1. Ensures program visibility and resource advocacy within the active Air Force component.
  - 1.12.2. Briefs, upon request, the full spectrum of how IMAs should be trained and used.
  - 1.12.3. Supports the command IMA program manager as needed to ensure all pertinent manpower, funding, and personnel matters are accomplished.
  - 1.12.4. General officers may be asked to serve on the IMAAT.
  - 1.12.5. Will not serve in the IMA Officer Evaluation System (OES) rating chain unless approved as an exception to policy.
- 1.13. Senior IMA or MA in Air Staff functional areas:
  - 1.13.1. Works with Air Staff and MAJCOM functional managers to ensure program visibility in appropriate forums.
  - 1.13.2. Will assist the MA to USAF/RE in articulating program advocacy and the future program direction.
  - 1.13.3. May serve on the IMAAT (to include MA's in the centrally managed programs).
- 1.14. The IMA program manager at MAJCOMs, FOAs, Unified Commands, and External Agencies:
  - 1.14.1. Is designated by the using command or agency. Designation is forwarded to HQ ARPC/XP. Designees have primary responsibility for IMA program within their MAJCOM or agency.
  - 1.14.2. Responsible for command level management of the Air Force Reserve program and ensures staff and base IMA programs function at the highest possible level of readiness to provide a trained reserve resource. Manages the IMA program, including the BIMAA program, mobility and mobilization plans, and the IMA recall plan.
  - 1.14.3. Monitors and strongly encourages IMA participation in PME and other formal training p
    - 1.14.3.1. Responsible for identifying formal training needs for their IMAs to HQ ARPC/DRM.
  - 1.14.4. Provides written MAJCOM policy on IMA matters to bases, BIMAA's, IMAs, and other Reserve functions. Ensures BIMAA's are providing necessary support to base level agencies, IMAs, HQ ARPC, MAJCOMs, etc. When support is not provided, provides necessary guidance or corrective action to BIMAA's supervisor.
  - 1.14.5. Coordinates with staff-level functional managers to ensure effective Reserve training programs are developed and carried out for IMAs.
  - 1.14.6. Manages and conducts command Reserve conferences and workshops when deemed necessary and fiscally feasible.
  - 1.14.7. Monitors strength through authorized and assigned levels; coordinates with ARPC and the Recruiting Service to fill to authorized funded levels
  - 1.14.8. Works with base level and command manpower offices to manage manpower document File Part C to include requesting new authorizations and initiating appropriate changes to existing requirements.
  - 1.14.9. Recommends funding priorities within approved authorized levels to commander and staff.
    - 1.14.9.1. Develops IMA funding initiatives based on current needs and existing unfunded
  - 1.14.10. Ensures assigned and attached IMAs are identified and reported on appropriate IMA
  - 1.14.11. Monitors proper assignment and attachment of IMAs and ensures grades and skills are matched to appropriate positions.
  - 1.14.12. Assists in the support of the Command's senior officer MA program.
  - 1.14.13. Assists commander, staff, and bases in determining future FY Reserve RPA money and MPA manday requirements. Consolidates command requirements and forwards to appropriate agency.
  - 1.14.14. Administers and manages command RPA tours. Manages and validates MPA manday requests, requirements, allocations, distribution, forecasts, and usage for contingencies.
  - 1.14.15. Reviews changes to command individual requirements for Reserve resource tasking.
  - 1.14.16. Advises the commander and staff during mobilization and contingency planning and exercises involving Reserve component forces.
    - 1.14.16.1. Ensures procedures and plans are developed to mobilize or activate command gained reserve components.
  - 1.14.17. Assists the commander, staff, and bases in developing Reserve management initiatives for day-to-day mission support and training.
  - 1.14.18. Monitors and provides, as appropriate, Reserve reports on strength, training, inspections, etc.
  - 1.14.19. Monitors command quality programs pertaining to Reserve matters.
  - 1.14.20. Nominates personnel for special awards and decorations that are unique to Air Force Reserve personnel, e.g, IMA of the year for officers, junior officers, and enlisted personnel, and ROA awards.
  - 1.14.21. Approves enlisted promotions.
  - 1.14.22. Tasks base level support to bases without BIMAA office for telephone and staff assistance visit services.
  - 1.14.23. Assists the command Air Reserve Forces Policy Council.
  - 1.14.24. Determines need and establishes command-unique policies on Reserve matters.
  - 1.14.25. Augments command staff assistance visits and inspector general teams, as required.
- 1.15. The Unit Commander:

1.15.2. Has authority and responsibility for taking Uniform Code of Military Justice (UCMJ) 1.15.3. Accountable for IMA participation in or compliance with USAF commander's programs, e.g. drug testing, weight and physical fitness programs, etc. 1.15.4. Responsible for assuring that supervisors of IMAs perform their management responsibilities, especially performance report and Promotion Recommendation Form (PRF) submissions, when necessary.

1.16. IMA Supervisor:

1.16.1. Acts as the focal point for training. Works closely with the IMA to establish a realistic, meaningful training program. IMAs must meet active force needs for job proficiency.

1.16.2. Ensures that IMAs and assigned active duty members are aware of their mobilization responsibilities, including supervisory and command responsibilities.

1.16.3. Ensures that enlisted IMAs are in upgrade or functional mobilization task training as outlined in AFI 36-2202, Managing and Conducting Military Training Program.

1.16.4. Ensures that Air Force standards for dress and appearance are met.

1.16.5. Establishes, evaluates, and authenticates the training needs and progress of the IMA.

1.16.6. As rating official, conducts performance feedback, prepares Officer Performance Reports (OPR), PRFs, Enlisted Performance Reports, or Letters of Evaluation as required by AFI 36-2402, Officer Evaluation System and AFI 36-2403, Enlisted Evaluation System. Ensures upon enlisted member's Permanent Change of Station (PCS), a change of reporting official (CRO) appraisal is rendered and new reporting official is reported to HQ ARPC/DPMPE-1, if applicable.

1.16.7. Ensures that IMAs are aware of their responsibility to make adequate dependent care arrangements to ensure immediate availability for mobilization, and that an AF Form 357, Dependent Care Certification, is completed, if required.

1.16.8. Verifies that assigned IMAs have the needed clothing and equipment for contingency deployment.

1.16.9. Maintains IMA management documentation, to include level of proficiency in assigned mobilization tasks.

1.16.10. Provides administrative support (security clearances, unit equipment, etc.), as needed, to ensure member's readiness.

1.16.11. Notifies IMAs of call-up or mobilization according to HQ USAF and MAJCOM guidance.

1.16.12. Plans and funds as appropriate for TDY for reservists performing duty away from unit of assignment or attachment.

1.16.13. Initiates reassignment actions, as required.

1.16.14. Monitors reservist's participation in PME and other formal training programs.

1.17. The BIMAA:

1.17.1. General:

1.17.1.1. The BIMAA has a key role in preparing the individual Reservist to be ready to augment this nation's active forces in the event of war or national emergency. The BIMAA's main responsibility is to maintain the base level IMA program at the highest of readiness. The principle means of doing this is through the education of the individual Reservist, supervisor, commander, coordinators, and trainers.

1.17.1.2. Responsible for installation level management of the Air Force Individual Reserve programs.

1.17.1.3. Functions as a full-time advisory office for all individual Reservists serviced by the installation.

1.17.1.4. Implements applicable policies and decisions of the owning MAJCOM and program manager.

1.17.1.5. In coordination with program managers, supports the MAs concerning Individual Reserve matters.

1.17.2. Education and Training:

1.17.2.1. Coordinates with base level organizations to ensure effective Reserve training programs are developed and carried out for the Individual Reservist.

1.17.2.2. Maintains a continuing awareness program for the individual Reservist's supervisors and key personnel, through regular training and other forms of communication. Trains new supervisors on Individual Reserve program issues.

1.17.2.3. Ensure written appointment is obtained for reserve coordinators for organizations with individual Reservists. These coordinators serve as a focal point for individual reserve issues within a unit, work center, or office.

1.17.2.3.1. Provides training for reserve coordinators.

1.17.2.4. Supports base IMA conferences and workshops when it is deemed necessary and fiscally feasible by the program manager.

1.17.3. Responsibilities concerning manning:

1.17.3.1. Monitors strength through authorized and assigned levels, coordinates with MAJCOM program managers (and the recruiting service) to fill to authorized funded levels.

1.17.3.2. Ensures all assigned and attached individual Reservists are identified and reported in current listings.

1.17.3.3. Monitors proper assignment and attachment of individual reservists.

1.17.4. Utilization:

1.17.4.1. Ensures organizations establish and maintain IMA Recall rosters and create recall procedures.

1.17.4.2. Upon request, assists during mobilization exercises (including Individual Ready Reserve musters) involving Reserve forces.

1.17.4.3. Assists, as needed, to ensure procedures are developed in the personnel annex of base mobilization plan to mobilize or activate reservists. (This duty is performed by the Air Reserve Management Office in the Air Education and Training Command.)

- 1.17.4.4. Assists the commander and staff in developing improved Reserve management initiatives for day-to-day mission support and training.
- 1.17.4.5. Assists commanders and supervisors in monitoring IMA inactive duty training and annual tour participation.
- 1.17.5. Reports:
  - 1.17.5.1. Will monitor and provide appropriate base level products and reports to units with assigned and attached individual Reservists.
- 1.17.6. Other:
  - 1.17.6.1. Monitors special decorations that are unique to Air Force Reserve personnel, e.g., IMA of the year for officers, junior officers, and enlisted personnel, and ROA awards.
  - 1.17.6.2. Serves as advisor to the various MPF offices of primary responsibility in processing related actions, and aid when necessary in obtaining required forms, as well as, assisting in scheduling and resolving routine actions.
  - 1.17.6.3. Conducts and documents assistance visits to organizations with individual reservists.
  - 1.17.6.4. Provides support to bases without a BIMAA, as directed by the program managers.
  - 1.17.6.5. Ensures that unit commanders counsel single parents and military couples with children annually on family care responsibilities.
  - 1.17.6.6. Schedules newly assigned or attached individual reservists IMAs for appropriate base Individual Newcomer Treatment and Orientation program.
  - 1.17.6.7. Serves as central point of contact for referral to base activities for resolution of problems incident to mobilization or contingency call-up of reservists.
  - 1.17.6.8. Attends MAJCOM/FOA/ARPC training and workshops as required.
  - 1.17.6.9. Assists reservists in dealing with personnel and pay issues.
  - 1.17.6.10. Assists the base level Drug Testing Team with random selection of IMAs when computer support is unavailable.
- 1.18. The IMA. The individual works in conjunction with the supervisor to meet Air Force and IMA program requirements per all applicable directives.
- 1.18.1. A general outline of IMA requirements is in the current Individual Reserve Guide.

**2. Changes:** Send suggested changes to this publication to HQ ARPC/XP, 6760 E Irvington Pl #7500, Denver CO 80280-7500.

ROBERT A. MCINTOSH, Maj General, USAF  
Chief of Air Force Reserve

**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS AND TERMS*****References***

AFI 10-402, *USAF Mobilization Planning*  
AFI 36-2115, *Assignments within the Reserve Components*  
AFI 36-2202, *Managing and Conducting Military Training Programs*  
AFI 36-2402, *Officer Evaluation System*  
AFI 36-2403, *Enlisted Evaluation System*  
AFM 36-8001, *Reserve Personnel Participation and Training Procedures* (Formerly AFR 35-41 V 2)  
AFI 38-204, *Programming USAF Manpower*  
*Individual Reserve Guide* (formerly ARPCP 45-22, IMA Guide)

***Abbreviations and Acronyms***

**AFELM**—Air Force Element  
**AFGOMO USAF/DPG**—Air Force General Officer Matters Office (formerly HQ  
**AFI**—Air Force Instruction  
**AFOSI**—Air Force Office of Special Investigation  
**AFRES**—Air Force Reserve  
**AFSC**—Air Force Specialty Code  
**AIA**—Air Intelligence Agency  
**ARPC**—Air Reserve Personnel Center  
**AT**—Annual Tour  
**BIMAA**—Base Individual Mobilization Augmentee Administrator  
**CRO**—Change of Reporting Official  
**DRU**—Direct Reporting Unit  
**FOA**—Field Operating Agency  
**FY**—Fiscal Year  
**HAF**—HQ Air Force  
**IDT**—Inactive Duty Training  
**IMA**—Individual Mobilization Augmentee  
**IMAAT**—Individual Mobilization Augmentee Allocation Team  
**MA**—Mobilization Assistant  
**MAJCOM**—Major Air Command  
**MOA**—Memorandum of Agreement  
**MOU**—Memorandum of Understanding  
**MPA**—Military Personnel Appropriation  
**MPF**—Military Personnel Flight  
**OES**—Officer Evaluation System  
**OPR**—Officer Performance Report  
**PCS**—Permanent Change of Station  
**PME**—Professional Military Education  
**PRF**—Promotion Recommendation Form  
**POM**—Program Objective Memorandum  
**ROA**—Reserve Officer Association  
**RPA**—Reserve Personnel Appropriation  
**RPO**—Reserve Pay Office  
**SAF**—Secretary of the Air Force  
**SSS**—Selective Service System  
**TDY**—Temporary Duty  
**UCMJ**—Uniform Code of Military Justice  
**USAF**—United States Air Force

*Terms*

**Central Manager**—The office responsible for managing reservists in specific skills which have been designated as requiring centralized management of personnel resources - medical, legal, chaplain, special investigations, and intelligence.

**Individual Mobilization Augmentee (IMA)**—An individual filling a military billet identified as augmenting the active component structure of the Department of Defense or other departments or agencies of the U.S. Government, which must be filled to support mobilization (including pre and post mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements, validated by HQ USAF/PER for fill with individual members of the Selected Reserve.

**Base Individual Mobilization Augmentee Administrator (BIMAA)**—Administrator responsible for improving the IMA program at base level to ensure the highest level of readiness through education, public relations, and training. Serves as an extension of the MAJCOM Program Manager. HQ ARPC/DRG has oversight responsibilities.

**Individual Mobilization Augmentee (IMA) Program Manager**—The MAJCOM, FOA, or central manager point of contact responsible for personnel, manpower, and programming issues relating to assigned IMAs.

**Mobilization Assistant (MA)**—A portion of the duty title exclusively established for IMA program general officer positions by a MAJCOM commander or Air Staff agency chief. Mobilization assistant refers to the broad scope of responsibilities of the position. (Example of completed duty title: MA to AFMC Command Surgeon).

**End Strength**—The number of congressionally funded and HQ USAF/PER approved requirements in the program. The entire program has a goal to be 100% full in these funded requirements at the end of each FY.

**Customer**—As used in this Instruction, refers to: “using commands, organizations, and agencies outside the Air Force.”